



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

# Memorandum

Subject: **INFORMATION:** Best Practices

Date: January 31, 2001

From: Manager, Production and Airworthiness  
Division, AIR-200

Reply to  
Attn. of:

To: All Directorate Managers  
All Division Managers  
All Aircraft Certification Offices  
All Manufacturing Inspections Offices  
District/Satellite Offices, Certificate  
Management Offices/Units

**PURPOSE.** This memorandum introduces a new concept in the Production and Airworthiness Division (AIR-200), publications, referred to as “Best Practices.” These documents are developed to provide timely information related to good operating practices identified within the aerospace community. This information is provided for use by aerospace industry manufacturers, associations, organizations, working groups, Aviation Safety Inspectors (ASI’s), and Aviation Safety Engineers (ASE’s). The practices outlined in these documents are designed for voluntary use by anyone in the aviation community.

**BACKGROUND.** Best Practices were created to improve the timeliness of publishing information for the aviation community specifically, the information outside the scope of advisory circulars (AC’s) and the Federal Aviation Administration (FAA) directive material. In the past, this type of information was incorporated into AC’s or directives, because there was no alternative method of providing this information. This was time consuming due to the number of organizations involved in the review and approval process of these documents. Best Practices are published in a fraction of time, and allow for “real time” dissemination of needed information to the aviation community in an effective and efficient manner.

**GENERAL.** The contents of Best Practices are developed and provided by AIR-200 and/or aerospace industry manufacturers, associations, organizations, or working groups. AIR-200 reviews each document for content relevance, compatibility with regulatory requirements, and appropriateness to the broad range of aerospace manufacturers.

A Best Practice typically includes:

- Scope - outlines the purpose of the practice and identifies those who may wish to consider its application;
- Background - discusses the history on the subject and reasons for consideration;
- Definitions - defines unique terms used throughout the document;
- Body - includes the information necessary for developing a program;
- Conclusion - highlights the expected results of implementing such a program.

**CONCLUSION.** There is no regulatory requirement or FAA-approval of these practices. However, the FAA encourages the implementation of these kinds of programs in promoting continuous improvement, enhancing compliance with regulatory requirements, and establishing good operating practices. ASI's may use Best Practices as a tool when reviewing related quality systems.

Best Practices are maintained by AIR-200 and are available on the FAA, AIR-200 web site, at the following address: <http://www.faa.gov/avr/air/air200/200home.htm>.

If there are any questions, please contact a member of the Production and Airworthiness Division, at (202) 267-8361.

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